POLICIES AND PROCEDURES

FOR THE

PH.D. DEGREE IN ECONOMICS – AGRICULTURAL ECONOMICS EMPHASIS

2015
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Graduate School Web site address: http://www.k-state.edu/grad/
POLICIES AND PROCEDURES FOR THE
PH.D. DEGREE IN ECONOMICS -
AGRICULTURAL ECONOMICS EMPHASIS

The following information is a guide to policies and procedures for the Ph.D. degree in Economics at KSU with an Agricultural Economics emphasis. The information is intended for use by graduate students, faculty and staff in the Department of Agricultural Economics.

The Ph.D. degree is awarded to candidates who have demonstrated unique ability as scholars and researchers and proficiency in communication. The degree certifies that the candidate has displayed familiarity and understanding of the subject matter of Agricultural Economics and possesses the ability to make original contributions to knowledge.

Additional sources of information are the Graduate Handbook, (GH), Graduate Council (GC), Policies and Procedures for the Ph.D. Degree in Economics, (Guidelines) and faculty action as noted. The University’s Graduate Handbook is available on the web at http://www.k-state.edu/grad/. Graduate forms are also available on the web at the above address. A “Checklist For Doctoral Students” is available at http://www.k-state.edu/grad/gscurrent/guideforms/d-cklst.htm The Ph.D. degree in the Department of Agricultural Economics is joint with the Ph.D. degree program in the Department of Economics. Thus, the policies and procedures regarding the economic theory and research methodology fields are determined by the actions of the graduate faculty in both departments.

I. COURSES

A. General Requirements
Courses numbered 700-999 are for graduate credit. Courses numbered 800-899 are primarily master's level courses and courses numbered 900-999 are primarily doctoral level courses. Graduate work demands a high degree of intellectual achievement. It necessarily depends on extensive prior preparation and involves the development of understanding and knowledge at the most advanced levels. Programs of study (see section IV. Ph.D. DEGREE PROGRAM POLICIES AND PROCEDURES) are therefore expected to reflect in the course selection an intensive specialization extending to the limits of knowledge in one's field.
B. Course Levels and Programs
Of the 30 hours of course work credit hours beyond the master’s degree normally required by the supervisory committee, 15 credit hours should be at the 800-level or above, in addition to doctoral research credit hours.

C. Problem and Individualized Courses
Not more than 6 hours of problems or other individualized courses should ordinarily appear on the program of study for the Ph.D.

D. Courses Applied Towards Two Degrees
See chapter 3 of the University’s Graduate Handbook for updated information.

E. Transfer Credit from Other Institutions/Degrees
See chapter 3 of the University’s Graduate Handbook for updated information on “Transfer of Credit” especially rules concerning the transfer of credit from a master’s degree.

II. GRADES
Graduate work is graded A, B, C, D, F, credit/no-credit, pass/fail, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

To be awarded a graduate degree, the student (a) must not be on probation, (b) must have a cumulative GPA of 3.0 or higher on graduate course work and on course work on the program of study, (c) must meet all the requirements of the Graduate School, the student’s academic program area, and the student’s supervisory committee, and (d) must be enrolled during the semester in which the degree requirements are completed.

For all other information regarding grades, non-graded work, incompletes and re-takes in the doctoral program, please see the Graduate Handbook, chapter 3.

III. INACTIVE STATUS AND PROBATION, DISMISSAL AND REINSTATEMENT, GRIEVANCES
Students are afforded rights and have assumed responsibilities for adequately completing
requirements under the policies of the university. For information regarding grades, non-graded work, incompletes and re-takes in the doctoral program, please see the Graduate Handbook, chapter 3 and Appendix A.

IV. Ph.D. DEGREE PROGRAM POLICIES AND PROCEDURES

To be admitted to the Ph.D. program, the student must be approved by the Ph.D. program joint committee. Assignment to the Ph.D. curriculum may be prior to receiving a master's degree if the department so recommends, or after 30 hours of graduate work is completed successfully. Care should be taken that Ph.D. students are assigned to a Ph.D. curriculum to ensure proper identification for enrollment counts and to prevent possible problems for the students.

A. Admission
To gain admission to a Ph.D. program, the student must be approved for admission both by the graduate faculty of the department or interdepartmental program and by the Graduate School. The Ph.D. requires at least three years of full-time study beyond the bachelor's degree, equivalent to at least 90 semester hours, including a dissertation representing at least 30 hours of research credit.

B. The Major Professor
Efforts are made to match the specific professional interests of students to areas of specialization of faculty in the selection of the major professor. After becoming familiar with the research areas of the faculty, the student should select a major professor. The major professor is selected by the Director of Graduate Studies and the student. If the student is continuing for Ph.D. study after completing a Master's degree, his/her major professor is not necessarily the same faculty member who was his/her major professor for the Master's degree. The major professor should be selected for all Ph.D. degree students before the second registration.

C. Committee Members
The major professor is the chairperson of the supervisory committee. The student should consult with the major professor concerning membership on the supervisory committee. The student will determine the willingness of the suggested faculty to serve on the committee. The committee should be selected within the first year of study.
Upon recommendation of the Director of Graduate Studies, the Dean of the Graduate School shall appoint a supervisory committee. The committee shall consist of the major professor and at least three other members of the graduate faculty. One member of the committee must be a member of the graduate faculty not in Agricultural Economics even if the student does not have a minor field. This member will participate as an equal member and have continuing responsibility for assisting in planning the program of study, advising the student, and meeting with other committee members in order to ensure a Ph.D. program of high quality. This member does not chair the final orals.

The major professor shall be chairperson of the supervisory committee. Until a major professor has been chosen, the Director of Graduate Studies shall act as chairperson. In addition to those members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty.

Shortly after the committee has been officially formed, it should meet to assist in planning the academic program. It has the responsibility to advise on the courses to be taken and assure that the program requirements are met.

1. Committee Changes
Should changes in the membership of the supervisory committee be required, the change only needs to be officially noted on the “Program/Committee Change” form if a program of study has already been filed (see section D.Program of Study: Doctoral). If no program of study has been filed, then the student may simply notify his or her committee of any changes to the committee membership. After a program of study has been filed, the Program/Committee Change form must be signed by all members of the supervisory committee including the member to be replaced, unless he/she is no longer a member of the faculty or is not available for signature. If a member is to be added to the committee, the new member must sign the form also.

2. Duties of Supervisory Committee
The supervisory committee, in conference with the candidate, will formulate a program of study, approve plans for developing the candidate's interest in and capacity for creative scholarship, see that the regulations of the University are met, and make any necessary subsequent adjustments in
the program of study.

D. **Program of Study: Doctoral**
Every doctoral student must file with the Graduate School a Program of Study, which is a formal listing of the courses the student has taken and/or intends to take to fulfill the requirements of the degree. The form is titled “Program of Study: Doctoral” and is available on the web at http://www.k-state.edu/grad/gscurrent/guideforms/doctoral.htm. The program of study should consist solely of courses directly related to the doctorate. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours. The student prepares the program of study in consultation with the supervisory committee, all members of which must indicate their approval by signing the Program of Study form. After you have obtained your committee’s signatures, the Director of Graduate Studies will review the program and, if approved, sign the form in the area noted as “Department Head or Group Chairperson.” The student will deliver the signed form to the Graduate School. Subsequent changes in the program of study require approval of all members of the supervisory committee, and if changes are made, a program/committee change form should be completed, filed with the Graduate School and approved by the Dean of the Graduate School before graduation as discussed below in section I. Changes in the Program of Study.

E. **Program of Study for Ph.D. with Agricultural Economics Emphasis**
A Ph.D. program of study shall have at least 60 credit hours of course work; the credit received for writing an M.A. or M.S. thesis or report may be used to help meet the 60 credit hours requirement. No course may be listed in more than one branch or field. A minimum of 24 credit hours of course work on the program of study must be taken at KSU. Thirty hours of research credit are required for the Ph.D. dissertation.

The following courses may not appear on the Ph.D. program of study: AGEC 700, AGEC 701, AGEC 713, AGEC 720, AGEC 730, AGEC 760, AGEC 761, and AGEC 770.

The program of study shall include course work in: economic theory, research methodology, agricultural economics, and a specialty area as summarized in the following table.
Ph.D. IN ECONOMICS - AGRICULTURAL ECONOMICS EMPHASIS

<table>
<thead>
<tr>
<th>Topic Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Economic Theory</strong></td>
<td>18</td>
</tr>
<tr>
<td>ECON 735  Mathematical Economics <em>(F)</em></td>
<td>3</td>
</tr>
<tr>
<td>ECON 940  Advanced Microeconomic Theory I <em>(S)</em></td>
<td>3</td>
</tr>
<tr>
<td>ECON 945  Advanced Microeconomic Theory II <em>(F)</em></td>
<td>3</td>
</tr>
<tr>
<td>ECON 805  Macroeconomic Theory I <em>(S)</em></td>
<td>3</td>
</tr>
<tr>
<td>ECON 905  Macroeconomic Theory II <em>(F)</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>and select one of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>ECON 801, ECON 823, ECON 832, ECON 890, ECON 910</td>
<td></td>
</tr>
<tr>
<td>ECON 915, ECON 920, ECON 925, ECON 927, ECON 947,</td>
<td></td>
</tr>
<tr>
<td>ECON 948, ECON 955, or ECON 981</td>
<td>3</td>
</tr>
<tr>
<td><strong>Research Methodology</strong></td>
<td>12</td>
</tr>
<tr>
<td>ECON 930  Econometrics II <em>(F)</em></td>
<td>3</td>
</tr>
<tr>
<td>AGEC 901  Research Methods in Economics <em>(S)</em></td>
<td>3</td>
</tr>
<tr>
<td>AGEC 936  Quantitative Topics in Agricultural Economics <em>(S)</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>and select one of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>STAT 770  Theory of Statistics I <em>(F,S)</em></td>
<td>3</td>
</tr>
<tr>
<td>STAT 771  Theory of Statistics II <em>(F,S)</em></td>
<td>3</td>
</tr>
<tr>
<td>ECON 935  Time Series Econometrics <em>(F)</em></td>
<td>3</td>
</tr>
<tr>
<td>ECON 938  Microeconometrics <em>(F)</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>Additional Required Agricultural Economics Courses</strong></td>
<td>6</td>
</tr>
<tr>
<td>AGEC 905  Agricultural Demand and Price Analysis <em>(S)</em></td>
<td>3</td>
</tr>
<tr>
<td>AGEC 923  Economics of Agricultural Production <em>(F)</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>Specialty Area</strong></td>
<td>6</td>
</tr>
<tr>
<td><em><em>General Electives</em> (700 level and higher)</em>*</td>
<td>18</td>
</tr>
<tr>
<td><em>Must include the following M.S. level courses or their equivalent:</em></td>
<td></td>
</tr>
<tr>
<td>ECON 830  Econometrics I <em>(S)</em></td>
<td>3</td>
</tr>
<tr>
<td>AGEC 712  Optimization Techniques for Agricultural Economics <em>(S)</em></td>
<td>3</td>
</tr>
<tr>
<td>AGEC 823  Production Economics II <em>(F)</em></td>
<td>3</td>
</tr>
<tr>
<td>AGEC 805  Agricultural Marketing <em>(S)</em></td>
<td>3</td>
</tr>
<tr>
<td>STAT 706  Basic Elements of Statistical Theory <em>(F)</em></td>
<td>3</td>
</tr>
<tr>
<td>60 Course Hours</td>
<td></td>
</tr>
<tr>
<td>30 Dissertation Hours</td>
<td></td>
</tr>
<tr>
<td><strong>90 Total Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

The following courses developed for the Masters of Agribusiness are not allowed on a student’s program of study: AGEC 700, AGEC 701, AGEC 713, AGEC 720, AGEC 730, AGEC 760, AGEC 761, and AGEC 770.

The Ph.D. degree with an emphasis in agricultural economics is granted in economics at KSU. The degree mainly consists of courses offered in the economics department in the College of Arts and Sciences and agricultural economics offered in the College of Agriculture. The minimum
requirements for the branches in economic theory and its research methodology are uniform for
genral economics and for agricultural economics, but the requirements for the additional branches
differ between general economics and agricultural economics. Those requirements unique to
agricultural economics are listed below.

**F. Requirements for the Specialty Branch in Agricultural Economics**
Students in Agricultural Economics shall take the required economics and agricultural economics
courses and a specialty branch. Each course in the student’s specialty branch shall be completed
with a “B” or better. Specialty areas offered in the Department of Agricultural Economics are
Agribusiness, Community and Regional Economics, International Development/Trade/Policy,
Natural Resources, Price Analysis/Marketing, and Production/Farm Management/Finance. The
courses for the specialty branches are as follows:

| Agribusiness (two of the following with at least one from AGEC 880 or AGEC 890) |
|----------------------------------|----------------------------------|
| AGEC 890 Advanced Food and Agribusiness Management |
| AGEC 880 Agribusiness Industry Structures |
| FINAN 815 Managerial Finance I |
| MANGT 820 Behavioral Management Theory |
| MKTG 810 Marketing Concepts and Research |
| ECON 947 Industrial Organization* |

<table>
<thead>
<tr>
<th>Community and Regional Economics (two of the following)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 832 Public Sector Analysis*</td>
</tr>
<tr>
<td>ECON 925 Location of Economic Activities*</td>
</tr>
<tr>
<td>ECON 955 Theory and Methods of Regional Economic Analysis*</td>
</tr>
<tr>
<td>SOCIO 832 Sociology of Community</td>
</tr>
<tr>
<td>AGEC 955 Advanced Topics in Community and Regional Economics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International Development/Trade/Policy (two of the following)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 815 International Agricultural Development</td>
</tr>
<tr>
<td>AGEC 840 International Markets and Agricultural Trade</td>
</tr>
<tr>
<td>AGEC 810 Price and Income Policies for Agriculture</td>
</tr>
<tr>
<td>ECON 981 International Trade Theory and Policy*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 825 Natural Resource Policy</td>
</tr>
<tr>
<td>AGEC 925 Advanced Resource and Environmental Economics</td>
</tr>
</tbody>
</table>

...continued
Price Analysis/Marketing
AGEC 810 Price and Income Policies for Agriculture, or
AGEC 880 Agribusiness Industry Structures
and one of the following
STAT 730 Multivariate Statistical Methods
STAT 880 Time Series Analysis
ECON 935 Time Series Econometrics *
ECON 938 Microeconometrics *

Production/Farm Management/Finance
AGEC 812 Advanced Farm Economics (may be replaced with FINAN 815)
and one of the following
IMSE 982, IMSE 983, IMSE 830, IMSE 991 or EECE 870

*No course can be used to meet both a specialty and a core program requirement

A grade of “B” or better must be achieved in each course in the specialty option. Students are encouraged to consult with their advisor(s) about additional courses to enhance their training in a field. If the student in consultation with the major professor and the supervisory committee desires an alternative specialty area, the student may petition the graduate committee for approval of an additional specialty area. The student's petition should include a justification for an alternative area and a listing of the proposed courses to be taken. This petition should occur within the first year of a student's program.

G. Requirements for Minor Fields and/or Secondary Degrees and Certification
When a student has a minor field, the minor field must be taken in addition to the specialty branch. A minor area of study is not required, but supporting courses may be required by the supervisory committee. Examination in this minor field is discussed in section V. WRITTEN EXAMINATIONS FOR PH.D. IN AGRICULTURAL ECONOMICS, EXAMINATION IN A MINOR FIELD.

Additionally, a secondary graduate degree and/or certification in a graduate filed outside of Agricultural Economics may be sought. Like the minor field, such additional training is in addition to the specialty branch. More information about these opportunities is available in section IX. EARNING SECONDARY DEGREES & GRADUATE CERTIFICATES.

H. Modifications (“Variances”) in Program
Exceptions to requirements (“variances”) in the program of study for Agricultural Economics must
be approved by the Department of Agricultural Economics Graduate Committee. When the Department of Agricultural Economics Graduate Committee receives a request for an exception from the student's supervisory committee, the Department’s Graduate Committee shall meet to act on the request and shall report its decision to the Graduate Director who will then report the decision to the student's major professor and/or supervisory committee.

I. **Changes in the Program of Study**
Adding courses to, dropping courses from, and substituting courses on an already approved program of study is done by using the Program/Committee Change Form. The student's supervisory committee and the Graduate Director must sign the form. Completed courses with grades of A, B, C, D, or F may not be dropped. Only courses for which no grade is recorded or courses with a recorded grade of “INC” may be dropped. (Refer to section II. GRADES for more details)

J. **Qualifying & Preliminary Examinations**
See Section V. WRITTEN EXAMINATIONS FOR PH.D. IN AGRICULTURAL ECONOMICS, EXAMINATION IN A MINOR FIELD).

K. **Dissertation Examining Committee and Outside Chairperson**
See the section titled “Final Examination” in chapter 3 of the University Graduate Handbook for up-to-date information on dissertation examination guidelines. When the student is admitted to candidacy, the Dean of the Graduate School will appoint to the supervisory committee a member of the graduate faculty who will serve as chairperson for the final oral examination. The chairperson will preside at the final oral examination, conduct it in an orderly manner and evaluate it as a test of the candidate's ability. The chairperson has the right and responsibility to evaluate the candidate's performance and to cast a vote. In the Department of Agricultural Economics, the chairperson for the final oral is not involved in Ph.D. preliminary examination.

L. **Completing the Ph.D. in 3 to 3.5 years**
The following is a suggested sequence for completion of the Ph.D. program in 3 or 3.5 years depending on whether a student enters in the Spring or the Fall semester. Obviously, these are suggestions only. Every student comes in with different preliminary coursework. Students who have not had equivalents to ECON 720 (master’s micro), STAT 706 (graduate statistics) or ECON 830 (econometrics I) should take these courses in their first year. Some Ph.D. students have
recommended that all students should take ECON 735 even if they have had this course at another university because of its importance to the way ECON 905, 940 & 945 are taught. Students should always check with their major professors about any schedules. This is not a substitute for the Graduate Handbook. Read down each column in the next three tables depending on the semester (spring or fall) of entrance.

<table>
<thead>
<tr>
<th>Year 1 (read down a column)</th>
<th>Year 2 (read down a column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Student Entered in Spring Semester of Year 1</td>
<td>If Student Entered in Fall Semester of Year 1</td>
</tr>
<tr>
<td><strong>1) Spring:</strong> ECON 805 and two other courses.</td>
<td><strong>1) Fall:</strong> ECON 735 and two other courses.</td>
</tr>
<tr>
<td>Popular courses in this semester have been AGEC</td>
<td>Popular courses in this semester have been STAT</td>
</tr>
<tr>
<td>712, AGEC 805 and ECON 830 if they have not</td>
<td>706, ECON 720 and AGEC 823 if they have not</td>
</tr>
<tr>
<td>been taken previously. ECON 830 should definitely</td>
<td>been taken previously and ECON 930. STAT 706 should</td>
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<tr>
<td>be taken if a student has not had econometrics but</td>
<td>definitely be taken if a student has not had math-</td>
</tr>
<tr>
<td>has had a math-stats course prior to entering</td>
<td>stats prior to entering program.</td>
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<tr>
<td>program.</td>
<td></td>
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<tr>
<td><strong>2) Fall:</strong> ECON 905, ECON 735 and one other</td>
<td><strong>2) Spring:</strong> ECON 805, ECON 940 and one other</td>
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<tr>
<td>course. Popular courses in this semester have been</td>
<td>course. Popular courses in this semester have been</td>
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<td>STAT 706, ECON 720 and AGEC 823 if they have</td>
<td>AGEC 712, AGEC 805 and ECON 830 if they have</td>
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<tr>
<td>not been taken previously and ECON 930. STAT</td>
<td>not been taken previously. ECON 830 should</td>
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<td>706 should definitely be taken if a student has</td>
<td>definitely be taken if a student has not had</td>
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<td>not had math-stats prior to entering program.</td>
<td>econometrics prior to entering program.</td>
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<tr>
<td>Choose major professor and committee and file the</td>
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<tr>
<td>program of study before the end of the second</td>
<td></td>
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<td>semester.</td>
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-continued-
### V. WRITTEN EXAMINATIONS FOR PH.D. IN AGRICULTURAL ECONOMICS, EXAMINATION IN A MINOR FIELD AND ENROLLMENT DURING CANDIDACY

There are three required written examinations for the Ph.D. degree. The student shall be given written qualifying and preliminary examinations, which may be supplemented by oral examinations as prescribed by the examining committees and which are designed to test the breadth and depth of knowledge in prescribed areas of study, and to test his or her ability to explore problems on the boundaries of knowledge in the proposed fields of specialization. The preliminary examination may be scheduled after the program of study is filed and two-thirds or more of the course work is completed.

When the supervisory committee and the student decide that the preliminary examination should be taken, the student should notify the Director of Graduate Studies one month before the scheduled date. The ballot will be sent to the major professor. Copies of the examination questions shall be on file in the department and available to any graduate faculty member on
request for a period of two years from date of examination.

The preliminary examination required by the program must be passed before the student is officially designated as a candidate for the Ph.D. degree by the Dean of the Graduate School. A failed examination may be taken once without permission from the Graduate Committee. All failures must be reported to the Graduate School when the examination is completed.

The preliminary examination must be successfully completed at least seven months before the final oral examination.

Below, more details of the exams and the examination for a minor field are discussed.

A. Requirements
A student shall write examinations in at least three areas. The student may choose additional branches or outside fields or both, subject to supervisory committee approval, and write an examination in each of them.

The exams consist of these parts:
1. written qualifying examination in microeconomic theory
2. written qualifying examination in macroeconomic theory
3. written preliminary examination in general agricultural economics

In addition, the student must complete ECON 830 (or transfer in its equivalent) and ECON 930 with a grade of “B” or better in each course. Upon passing all parts of the qualifying and preliminary examination the student is admitted to candidacy for the Ph.D. The student must be admitted to candidacy at least seven months before the final oral examination may be given. The student is considered to have passed the examination and to be recommended to candidacy if at least three-fourths of the supervisory committee voted to approve candidacy.

B. Qualifying Examinations in Economic Theory and Research Methodology
The student records secretary in Economics will maintain a file of past examination questions; these examination questions shall be made available to students on request.

1. Economic Theory

The purpose of the qualifying examination in economic theory is to determine the
competency of the student in economic theory. All Ph.D. students in economics and agricultural economics being examined in a given examination period shall take a common examination.

a. Macroeconomics
   When the student has completed ECON 805 and ECON 905 the student should be prepared to write the macroeconomic theory qualifying examination.

b. Microeconomics
   When the student has completed ECON 940 and ECON 945, the student should be prepared to write the microeconomic theory qualifying exam.

2. Procedures for Economic Theory
   The student shall report to the Director of Graduate Studies in Economics the intention to have the student take the examination at least four weeks before the examinations are to be given.

The qualifying examinations shall be given twice a year, at the beginning of Fall and Spring Semester (usually January and August). The exams will normally be given in the same week. Qualifying examinations must be taken by at least the second offering following completion of the course work in the core area. If the core exam is not taken by the second opportunity, a failure will be recorded. If a student fails a core exam, he or she must take the exam by at least the second opportunity. For example, students entering the Ph.D. program in the fall semester on a regular admission basis would take the qualifying examinations in January of the second year, i.e., after three semesters of course work. In order to take the qualifying examinations, the student must have an approved program of study.

For each qualifying examination, the Director of Graduate Studies-Economics will appoint two of the examiners for the microeconomic, and three examiners for the macroeconomics examination and designate a committee member as chairperson for each of the examining committees. The Director of Graduate Studies-Agricultural Economics will appoint one member to the microeconomic theory examining committee. Each committee shall be responsible for preparing, administering, and grading the examination. The grade determined by majority vote shall be either doctoral pass, master’s pass or fail. The Director of Graduate Studies-Economics will handle the administration of the qualifying examinations including communicating with graduate students,
scheduling the exams in accordance with Graduate Committee guidelines, and assuring the communications of the result to the students, Director of Graduate Studies-Agricultural Economics and the Graduate School.

In the event the student fails one or more of the qualifying examinations, the student may retake the failed examination(s) at the next examining period. The student is required to retake the exam by at least the second opportunity or another failure is recorded. Failure to pass the qualifying examination in the second attempt shall result in dismissal from the Ph.D. program, unless the student successfully appeals to the joint graduate committee for a third and final attempt. A student may petition for a third attempt on one, but not both, of the microeconomics or macroeconomics qualifying examinations. In other words, a student is limited to a total of five attempts to pass both qualifying examinations and may not attempt any one qualifying examination more than three times. Such a petition will be considered only if s/he has received a Masters Pass on at least one of the two previous attempts on that examination. Student appeals must include a petition letter from the student, a supporting letter from the student’s major professor, and a written plan from the student describing steps for improving future exam performance. A plan should include at least one of the following: (i) sitting in on one or more of the relevant courses covering the exam material, (ii) submission of a satisfactory set of solutions to the most recent qualifying exam.

C. Preliminary Examination in Agricultural Economics
Agricultural Economics Ph.D. students must successfully complete one written general agricultural economics preliminary examination. Traditionally this exam has been offered in February and September. To be eligible to write the preliminary examination in Agricultural Economics, the student must have:

1. passed the microeconomic and macroeconomic qualifying examinations and
2. taken AGEC 905 and AGEC 923.

Students may make written appeal to the Agricultural Economics Graduate Committee for authorization to take the preliminary examination earlier than after passing the qualifying examinations.
The student will report to the Graduate Director the intention to take the examination at least four weeks before the examination is to be given. In order to take the general Agricultural Economics Preliminary Exam, doctoral students should submit the “Request for Preliminary Examination Ballot” to the Graduate School at least one month prior to the date of the examination. The required form is available on the Graduate School website. After a doctoral student submits the “request for Preliminary Examination Ballot,” the prelim ballot is sent directly to the major professor. The Graduate School will send to the major professor the notice and necessary documents for reporting the results of the examination.

If the student passes the examination, the preliminary examination committee signs the ballot as “pass.” The date of the examination shall be the date of “advancement to candidacy” on the ballot. After the ballot is signed by the examination committee, the major professor and the student’s committee members sign the ballot to advance the student to candidacy. The student delivers the ballot to the Graduate School.

In the event a student fails the examination, the student may not retake the preliminary examination until the next scheduled examination period. Any student who fails the exam must complete it again by no later than the second offering of the exam following the failure. Failure to pass the preliminary examination by the second attempt shall result in dismissal from the Ph.D. program by the Graduate School. A dismissed student may petition the Dean of the Graduate School for reinstatement as discussed in Appendix C of the University's Graduate Handbook.

D. Purpose of General Agricultural Economics Preliminary Exam
The purpose of the preliminary exam in Agricultural Economics is to test and assess the student’s ability to demonstrate logical, relevant, and appropriate economic analyses of the broad spectrum of agricultural economics issues facing professional agricultural economists. The exam is testing the student’s logic, critical thinking skills, and ability to formulate conceptually sound, rigorous, and in-depth discussion, analysis, and/or critique of the economics of a variety of issues. The exam is testing the student’s ability to construct solutions and demonstrate reason expected of a professional agricultural economist. As such, testing of concepts from any of the student’s required coursework and related scholarly writings (e.g. journal article(s)) is appropriate. If outside reading is assigned, examinees must be provided the complete texts no less than four weeks prior to the examination date. In such a case, no more than one-third nor less than one-sixth
of the written examination may reflect the assigned reading. Unmarked copies of the outside readings will be included in the examination room on the day of the examination. Copies of old exams are available from the Student Service Representative in Agricultural Economics.

E. **Agricultural Economics Preliminary Examination Procedures**

All Ph.D. students in Agricultural Economics being examined in a given examination period shall take a common exam.

The Director of Graduate Studies appoints an examination committee to prepare, administer, proctor, and grade the preliminary exam in Agricultural Economics. A proctor from the examining committee will be in the room at all times during the examination. The examination committee consists of three members; one new member appointed each time an exam is given. Each member serves three exams, with the most senior member being the chairperson of the committee. All members of the examination committee will critically review the exam questions and assess student performance on all questions answered. The graduate director will also review the questions for content and clarity. The examination committee evaluates the results of the exam, determines a grade of pass or fail by majority vote, and informs the Graduate Director of the results. The Graduate Director then provides this information to the students.

The examination committee may see the need to visit in an oral discussion with a student regarding his or her examination answers before rendering a pass or fail decision.

Each student taking the exam will remain anonymous to the examination committee through the grading of the exam. Each student will be assigned a number by the Graduate Director to identify that student’s answers. Names of students associated with these numbers will only be made available to the examination committee prior to making a pass/fail decision for any student with whom the examination committee feels the need to have an oral discussion before making a grading decision. Once results of the exam have been communicated to the Graduate Director, student names and associated numbers will be reported to the examination committee chair so any necessary follow-up discussion with students can be conducted. Each student completing the exam may request a copy of the exam questions as well as a copy of the written answers provided by that student.
Any student who wishes to meet with either the examination committee chair alone, or the
examination committee as a group, to discuss examination results that have been made available to
the student by the Graduate Director, has that opportunity and should make his/her request to the
examination committee chair. Students are expected to communicate with the chair of the
committee their preferences for a meeting within two weeks of the results announcement.
Students are not to meet or discuss exam issues with individual committee members other than the
examination committee chair or the examination committee as a group.

If a student wishes to appeal an examination result, the procedure to follow is the same as for any
grievance a student may have at the university as described in the Graduate Handbook available at
http://www.ksu.edu/grad/handbook/appa.htm. This includes first appealing to the chair of the
examination committee (who may engage the remaining committee members in the issue). If this
does not resolve the grievance, the student may take the issue to the Agricultural Economics
Department Head. If the grievance remains unresolved, the student can take the issue to the Dean
of the Graduate School.

The preliminary exam in Agricultural Economics shall be available twice a year, normally in
February and September. The exam shall be a five hour exam.

F. Examination in Minor Field
The student's supervisory committee shall ask the department responsible for the minor field to
examine the student on that field and report the results to the student's supervisory committee.

G. Continuous Enrollment and Leaves of Absence During Examination Periods
A student working for a doctorate must be enrolled at KSU during the semester in which the
preliminary examination is taken and in each subsequent semester (fall and spring) until the degree
requirements are met and the dissertation is accepted by the Graduate School. Failure to enroll
will result in loss of candidacy. See the section on Candidacy and the sub-section on “Continuous
Enrollment” in chapter 3 of the University’s Graduate Handbook for up-to-date policies and
procedures of the Graduate School.

VI. WRITTEN DISSERTATION PROPOSAL AND ORAL PROPOSAL DEFENSE

A candidate shall prepare a written dissertation proposal (“proposal”) including identification of
the problem, a review of literature relevant to that problem, and an outline of the research procedures to be used. The candidate shall defend that proposal at a seminar no less than two weeks prior to providing the written proposal to the student’s supervisory committee. The major professor shall schedule the seminar through the departmental seminar committee. The presentation shall be open to faculty, graduate students and guests. Typically, but not always, non-committee members shall be first to question the candidate after the presentation. When non-committee members have finished their questioning, they are then excused and the supervisory committee asks additional questions of the student.

The Graduate School does not need notification for the oral proposal defense and no examination ballot is used. The oral proposal is usually taken after advancement to candidacy but a Ph.D. student may present the oral proposal at any time his or her committee feels s/he is ready to defend. However, the oral defense of the dissertation proposal must be completed at least six months prior to the date of the final Ph.D. Dissertation oral examination, though the Graduate School may grant exceptions to this rule. If the candidate’s supervisory committee decides that the proposal or the presentation is unsatisfactory, the committee shall schedule another oral defense of the dissertation proposal after the candidate has submitted a satisfactory rewritten proposal to the committee.

VII. TENTATIVE APPROVAL OF THE DISSERTATION

A tentative copy of the dissertation should be delivered to the major professor and circulated to the supervisory committee in accordance with the Graduate School calendar and no less than two weeks before the scheduled date for the final oral examination. Dates are indicated on the graduate calendar for each term. Having a tentative copy of the dissertation for each member of the committee will shorten the time required for review. The chairman for the final oral also should be given an opportunity to review the tentative copy of the dissertation.

An “Approval to Schedule Final Examination: Doctoral” form is obtained by the candidate from the Graduate Office or on the web. When signatures of the committee are obtained, the approval form is returned to the Graduate Office with the abstract and dissertation title page. Additional graduation information forms should be turned in at this time.
VIII. FINAL ORAL EXAMINATION & FINAL COPIES OF THE DISSERTATION

On completion of the prescribed program of study, submission of a dissertation abstract and dissertation approval form, signed by all members of the supervisory committee and the chairman of the final oral examination to the Dean of the Graduate School, the candidate will be given the final oral examination.

A. Scheduling
The candidate will contact the members of the supervisory committee and the Chairman of the final oral examination to arrange a mutually agreeable two-hour period for the oral examination. Final copies of the dissertation are due to the examining committee no less than two weeks prior to the date of the exam. The candidate is responsible for reserving an examination room. Time and room for the examination are reported by the candidate to the Graduate Office and the Student Service Representative. Copies of the abstract for all members of the committee are submitted to the Graduate School and that office mails the necessary forms and notices to the examining committee. The Student Service Representative notifies the department’s faculty of the time and place of the examination. The notice must include the title of the dissertation.

B. Administration of the Examination
1. This examination will be administered by a committee consisting of the candidate's supervisory committee and a chairman representing the Graduate School. Three-fourths of the members of the examining committee must vote affirmatively for the candidate to pass the examination. With the permission of three-fourths of the supervisory committee, a failed examination may be retaken three months or more from the date of the failure.

2. Examinations will pertain primarily to the dissertation, but not be limited to the dissertation.

3. The oral presentation will be open to all members of the faculties and graduate students in both the departments of Agricultural Economics and Economics. Guests may also be invited.

4. Regarding use of visual aids in presentation of the dissertation, the Graduate Council has said, "The use of such materials, if admitted by the Chairman of the oral examination, should be for the benefit of the committee and not the candidate.”
5. The candidate will normally review in 20 or 25 minutes the problem of his/her dissertation and the analytical procedures and major findings. This presentation will be followed by questions from and discussion with the audience and the examining committee over these topics and related topics in the major and minor fields. Non-committee audience members shall be first to question the candidate after the presentation though committee members may also ask questions at this time. When non-committee members have finished their questioning, they are then excused by the chairman and the chairman and supervisory committee then ask additional questions of the candidate.

6. After questioning the candidate is excused while the examining committee deliberales on whether the candidate passed or failed the examination as outlined in part 1 above.

C. Final Copies of the Dissertation
The Graduate School requires all graduate students to submit an electronic version of their thesis, dissertation, or report. Information and guidelines for formatting and filing instructions are found in the section “Final Examination” and “Appendix B” of the university’s Graduate Handbook. For all graduating students- please give the Graduate Director an electronic version of your dissertation abstract accompanied with your name, and the title of your document to be placed on the department web site. Files should be delivered in pdf form.

D. Pre-Publication of Dissertation
Ordinarily a dissertation or parts of it are not published prior to awarding of the degree. If, however, the student wishes to publish from the dissertation in advance of graduation, a request must be filed with the Dean of the Graduate School which is endorsed by the major professor and the Director of Graduate Studies.

E. Recognition of the Kansas Agricultural Experiment Station
Graduate students receiving funds from the Kansas Agricultural Experiment Station shall so acknowledge in the thesis and subsequent publications.

F. Presentation and Retrieval of Data
The Ph.D. dissertation should report, describe, and/or reference the process as undertaken to derive the results presented in the dissertation. The dissertation should include data documentation as well as model specification. The student shall provide the major professor with all computer
programs written or developed.

G. **Enrollment in Final Term**
All students are required to be enrolled in the term in which the degree is granted. The thesis/dissertation/report is normally submitted during the last term of graduate study. In the cases where completion is delayed, students must enroll in the term in which the degree is granted. Enrollment may be for a minimum credit (1 hour) unless services received from the University during the final term indicate that appropriate enrollment should be for more than minimum credit.

**IX. EARNING SECONDARY DEGREES & GRADUATE CERTIFICATES**

A. **Earning a Second Graduate Degree while Enrolled in a Graduate Degree in Agricultural Economics.**
The Department of Agricultural Economics encourages students to take courses in other disciplines to broaden a student’s academic training. Occasionally graduate students in Agricultural Economics wish to seek a second degree in another department. For example, a Ph.D. student who does not already have a master’s degree in Economics or Statistics may wish to undertake the requisite coursework in one of these departments to earn an M.A. or M.S.

It is very important that students, especially students on departmental assistantships and international students understand the rules before seeking these secondary degrees.

To earn the second degree, the following steps must be taken:

1. Meet with the graduate director of the department offering the secondary degree (e.g. the graduate director in Economics if an M.A. in economics is being sought) to determine what courses or other requirements must be met to obtain the secondary degree. This graduate director will need to admit the student to the secondary program, but that admittance is conditional on points 5 and 6 below.

2. International students must meet with the International Student Center to discuss any visa issues the secondary degree may create.

3. Discuss with your major professor in Agricultural Economics your plan and what additional courses you will be taking. Students on departmental funding must demonstrate to the major
professor that the secondary degree will not hamper the student’s responsibilities in fulfilling the primary degree in the Department of Agricultural Economics.

4. For students on departmental assistantships, the major professor must notify the Graduate Director in Agricultural Economics of his or her support.

5. If the Graduate Director of Agricultural Economics agrees to allow a student to earn the secondary degree, the Director writes a letter to the Dean of the Graduate School indicating that the Department of Agricultural Economics is amenable to a CONCURRENT course of study to obtain the primary and secondary degrees (see note below).

6. The Graduate School makes all decisions regarding approval of a secondary degree.

IMPORTANT NOTES on Point 5: Occasionally a student may wish to be removed from the Graduate Program in Agricultural Economics in order to obtain the secondary degree and then return to the Agricultural Economics program afterward. THIS IS NOT POSSIBLE FOR INTERNATIONAL STUDENTS AND IS HIGHLY DISCOURAGED FOR ANY STUDENTS ON ASSISTANTSHIP FUNDING IN THE DEPARTMENT OF AGRICULTURAL ECONOMICS. Funded students who wish to obtain the secondary degree by removing themselves from the Agricultural Economics program must go off funding. For international students, changing degrees, even if temporary, causes the issuance of a new I-20 form and will change the date of departure on their visa. This is why point 5 above states that only CONCURRENT enrollment in both programs is acceptable to the Graduate School for international students. Under concurrent enrollment, an international student may remain on funding and no change to the I-20 is needed. One important issue concerns the date of the secondary degree. For domestic students (U.S. citizens and permanent residents), the Graduate School will confer the secondary degree (e.g. the MA in Econ) for the semester in which the requirements of the secondary degree have been met. For international students, however, because of the visa issues, the Graduate School will only confer the secondary degree in the same semester as the conferral of the primary degree (e.g. the MA in Econ will be conferred the same semester as the PhD in Ag Econ). All students should make sure when applying for the secondary degree to the Graduate School that the application states the primary and secondary degrees are being earned concurrently because the Graduate School does not notify the Department of Agricultural Economics of its decision or any conditions it places on the decision to grant a secondary degree. The Graduate School only notifies the student and the department offering the secondary degree if the application is accepted.
B. *Earning a Graduate Certificate from Another Department.*

See Chapter 4, “Graduate Certificate Programs” in the university’s Graduate Handbook for the policies and procedures for earning a graduate certificate.

X. **ASSISTANTSHIP POLICIES AND PROCEDURES**

Graduate research and teaching assistantships provide apprenticeship experiences for future teachers and researchers. Graduate teaching assistants work with faculty instructors in developing, delivering and implementing instructional classes. Graduate research assistants work with faculty researchers on Experiment Station or grant projects. The section titled “Graduate Assistants” in chapter 1 of the university’s Graduate Handbook sets forth university policy including policies on employment disputes, discrimination and harassment. Departmental policies follow these guidelines with the following exceptions as allowed by those policies.

1. Departmental assistantships are assigned by the Department Head of Agricultural Economics. Information on applying for graduate assistantships may be obtained from the Department of Agricultural Economics.

2. Leave should be discussed with the major project advisor and the advisor's approval is required before taking leave. For extended leave (longer than one week), for student’s on departmental assistantship, the Department Head must also approve the leave. *Leave slips, available in the main office, should be filled out and signed.*

3. **GRA and GTA appointments are not provided to students on academic probation.** During these times concentration on class work is essential.

4. New students on GRA and GTA appointments will be assigned a temporary major professor to supervise assistantship duties. After a more permanent major advisor is selected, assistantship supervision will move to the new major advisor at a time convenient to both professors.

5. **GRAs and GTAs are to report on their activities related to class work and assistantship activities for the previous term in December and May. These forms should be submitted to the Department Head. Graduate Assistant Report forms are available from the Student Service Representative in the main office. (University and Department policy)**

6. Maximum and Minimum Credit Hours per Semester
a) The maximum number of credit hours in which a graduate student employed on an assistantship can enroll is 12 hours for the fall and spring terms and 9 hours during the summer. Students desiring to enroll in credit hours exceeding the maximum number permitted should be in good academic standing and obtain permission from their advisor and forward the permission to the Graduate School for final approval.

b) The policy of the Department of Agricultural Economics is that on-campus students using faculty and physical resources should enroll for credit hours commensurate with the use of each type of resource. For the fall and spring semester, students should enroll in a minimum 6 semester credit hours including research credit hours. Students on grants/fellowships should be aware that some assistantships require summer enrollment.

A. Maximum Duration of Financial Assistance
The maximum duration for a departmental assistantship is 3 years (36 months). It is the responsibility of the student to petition the Department Head for extensions under extenuating circumstances. Included in the petition would be the time requested for extension, justification for extension, and a letter of support from the major professor.

B. Assistantship Obligations
The major professor or immediate supervisor is responsible for seeing that the assistantship obligation is fulfilled, with the following guidelines to be applied:

1. The student will be given the opportunity to assist the supervisor in his research program.
   Every effort should be made to find a dissertation topic so that his/her work and dissertation activity are complementary.

2. The student prepares an acceptable dissertation.

3. If the student has a graduate teaching assistant appointment, he/she will assist the supervisory faculty member with the instruction of classes.

4. If the student has a joint graduate research assistant/graduate teaching assistant appointment, he/she will also assist the major professor with the instruction of classes--i.e., grading papers, preparing class materials, substituting in the classroom, and tutoring students.

5. From time to time the graduate teaching and research assistants will assist with operational tasks in the department.
6. At the end of each semester that a student is on funding, both the student and the student’s supervisor will prepare a summary of work performed over the course of the semester. That summary is reviewed by the Graduate Committee and the Graduate Director. The Graduate Director is responsible for providing feedback from these evaluations to the student, the student’s supervisor(s), the student’s major professor and the Department Head.

C. Agricultural Experiment Station Graduate Research Assistantships
1. All general policies shall apply.
2. Some graduate students offered assistantships will be given a combined graduate research assistant/graduate teaching assistant appointment, the portion of time for each to be determined by the teaching/research commitment of the major professor and the availability of instructional tenths and research funds.
3. Joint appointments shall carry the title of the major portion of each appointment and the pay rate shall be consistent with the appointment title.
4. During the first semester, the student's research responsibility shall be primarily exploratory searching for a dissertation problem and working on assigned projects. When working on a project, the emphasis shall be upon active research effort and during the period of active Ph.D. dissertation preparation the student should be fairly free of graduate teaching assistant responsibilities. (Guidelines)

D. Resident Tuition Benefits
The section titled “Graduate Assistants” in chapter 1 of the university’s Graduate Handbook sets forth university policy on in-state (resident) tuition benefits for both GRA and GTA appointments.

XI. STUDENT CONDUCT AND THE HONOR SYSTEM

A. Student Conduct
Kansas State University adheres to a strict system of conduct. More information than what is reprinted here may be found at the following web page (www.k-state.edu/honor).

At Kansas State University students have a direct and primary role in the establishment and enforcement of campus and living group policies and regulations. The basic philosophy of discipline is one of education and enforcement of community standards. Since that is the ultimate
purpose, we focus on the growth and development of the student. Most efforts are directed at preventing problems, or at least correcting them, rather than concentrating on punishment. The responsibility for proper conduct is put upon the student, not the university, with the assumption that most students do not try to intentionally cause violations, and will generally respect the rights and property of others.

The following principles govern the disciplinary process. Every effort is made to bring about outcomes that are positive for all parties involved; students will be members of all Student Governing Association judicial bodies; formal hearing processes are fundamentally fair and respect the rights of the individuals involved; confidentiality will be respected; records of proceedings will be released only on written authorization of the student(s) involved unless otherwise authorized by law or court order. The procedures are outlined in the SGA Judicial Code, included in the by-laws to the SGA Constitution.

Descriptions of the judicial structure and process, as well as university policies, are free and are available in the Office of Student Activities and Services in the K-State Student Union.

B. **Prohibited Conduct**

Important information regarding the judicial process and student rights are available in the Office of Student Activities and Services in the K-State Student Union.

The following described behaviors constitute misconduct in which disciplinary sanctions will be imposed:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any university official, faculty/staff member, or office.
   b. Forgery, alteration, or misuse of any university document, record, or instrument of identification.

2. Violation of university policies, rules, or regulations.

3. Violation of federal, state, or local law.

C. **Honor System**

Kansas State University's honor system is based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, each student's work is performed honestly and
without unauthorized assistance. Students, by registering at K-State, acknowledge the jurisdiction of the honor system.

The policies and procedures of the graduate and undergraduate honor system apply to all full-time and part-time students enrolled in courses on-campus, off-campus, and via distance learning.

A prominent part of the honor system is the honor pledge, which applies to all assignments, examinations, or other course work undertaken by students. The honor pledge is implied, whether or not it is stated: “On my honor, as a student, I have neither given nor received unauthorized aid on this academic work.”

D. Honor Council
The honor system trusts students to perform their academic work honestly and with integrity. The honor system is based on trust and administered jointly by students and faculty members of the Honor Council. Having students equally share in the process increases the visibility of Honor Council procedures and promotes a community of trust.

The Honor Council is comprised of students and faculty who are appointed each spring for two-year terms. Students are nominated by the student body president or the associate provost for diversity; faculty are nominated by their respective dean or the dean of student life. All nominations are subject to the approval of the provost. Members of the honor council adjudicate the honor system by serving as case investigators, advisors, and hearing panelists.

E. Reporting Academic Dishonesty
All members of the academic community, both students and faculty, are urged to report acts of academic dishonesty. To discuss or report an alleged violation, contact the director of the honor system.

F. Additional Information
The honor system uses the Faculty Senate-approved definition of academic dishonesty found in the Faculty Handbook and at the honor system webpage.

Students’ rights are enumerated under Article XII of the Student Governing Association constitution.

The Honor Council constitution can be reviewed in the student handbook section of the campus
phone book. The investigation and adjudication procedures can be reviewed on the Internet at
www.k-state.edu/honor.

K-State Honor System
Kansas State University
215 Fairchild Hall
Manhattan, KS 66506
785-532-2595
E-mail: honor@ksu.edu

G. Co-Authorship Responsibility
The Department strongly encourages graduate student participation in the presenting of research
whether through conferences, workshops, seminars or published scholarly articles. The
Department encourages all participants to discuss early on in the research process the roles of co-
authors. Presentation of material without the knowledge or permission of co-authors often leads to
problems. Presentation of material without the acknowledgement of co-authors is considered
plagiarism and an Honor’s violation.

XII. OTHER DEPARTMENTAL POLICIES AND PROCEDURES

A. Resources
Graduate students have access to a variety of resources for the purposes of conducting their
responsibilities. These privileges include photocopying, supplies, phones, mail, and computers.
These resources are to be used exclusively for the purpose of conducting your appointment
responsibilities and are not to be used for personal purposes.

- Photocopying - Photocopiery is located in WA 345, 304, and 331. All graduate students are
  assigned a personal access code. This code can be used for personal copying, including any copies
  related to course work. Students will be assessed a per-copy charge for these copies on a monthly
  basis. Students needing to make copies to fulfill their research responsibilities should contact their
  advisor for a research code. This research code should not be used for course-related copying.
  Theses or dissertation final copies should be made on the personal access code or off-site.

- Mail - It is a violation of state law to use the mail service or departmental envelopes for personal
  business. Any surveys requiring mailings and/or return mailings to the department must be
  approved by the department head.

- Telephones - Telephones are available in the graduate student offices, but do not have long
distance service. To use long distance service for research purposes, gain approval from your major advisor and contact the main office. Long distance personal calls on departmental phones are strictly forbidden.

- Computers - Computers are available for graduate student use in the lab located in WA 400. These computers are to be used for professional use only. Please do not install software or store files on the hard drives of lab computers. This includes translation programs, long distance telephone programs, and music downloading software. Report any malfunctioning computers to computer services personnel in WA 327E. The undergraduate computer lab located on the third floor is reserved for use by undergraduate students. Graduate students are encouraged to purchase a personal computer for their own use. All graduate student offices are networked. See the computer services personnel in WA 327E for network card specifications and assistance in connecting your personal computer to the network.

- Travel - The department encourages professional development of its graduate students through participation at professional meetings. Budget permitting, students presenting a paper at a professional meeting are provided a travel stipend which is determined by the department head. Students should seek external funding to assist in their travel expenses from sources such as the AAEA Foundation, KSU Graduate Student Association, etc. Prior to traveling, students should seek approval from the department head. Students traveling to meetings must complete a travel request form and obtain approval from the department head prior to traveling. Travel request forms may be obtained from Mary Winnie in WA 344. Airline tickets cannot be purchased prior to obtaining travel approval, and flights must be booked through Mary Winnie. If they are not, their cost cannot be reimbursed. Travel reimbursement requires original receipts for motel, registration, ground transportation, and airline tickets.

B. Assignment of Work Space and Mailboxes to Graduate Students

Work space available for graduate students in the Department are assigned on a priority basis with students employed as instructors, research assistants or graduate assistants assigned first, followed by students on fellowship appointments and then by students employed on miscellaneous payroll. Although it would be desirable, sufficient space has not always been available to provide desks in the Department for all graduate students.

Each graduate student has an assigned mailbox in the Department in which departmental and university mail are received and other correspondence sent to the departmental address.
Building and room keys will be issued to graduate students and students bear the responsibility for reimbursement should keys be lost. All keys must be returned when students are no longer enrolled.

C. Future Contact
We would like to keep an accurate database of where graduates go upon receiving their degrees. Once you have secured employment please send your position title, job description, company information and any other information you feel pertinent to the Graduate Director. Position information will be used in marketing materials and on our department website to showcase where recent graduates have taken positions to prospective students.
APPENDIX. AGRICULTURAL ECONOMICS AND ECONOMICS DEPARTMENTS’ JOINT OPERATING PROCEDURES FOR PH.D. PROGRAM

The following statement was adopted by the Department Graduate Committee to be the official policy for the Department. (October 2, 1987)

1. The Ph.D. program will continue to function approximately as outlined in "Guidelines for Graduate Study in Economics--Revised, August, 1984." Exceptions are noted below.

2. The Ph.D. program in Economics will have two administrators: a Director of Graduate Studies (Economics) and a Director of Graduate Studies (Agricultural Economics). Student recruitment and student records are the responsibilities of the respective departments.

3. Each department will have its own graduate faculty which will be responsible for its graduate faculty nominations and program requirements (other than in economic theory and research methods). Programmatic changes involving qualifying exams or economic theory and research methods requirements must be approved by a favorable majority vote of both graduate faculties voting separately before the change is effective.

4. A Graduate Committee will have the responsibility for generating program policy recommendations, monitoring the functioning of the program, and reviewing and recommending admissions and programs of study. The committee will have four members two of whom will be appointed by the Head of the Department of Economics and two of whom will be appointed by the Head of the Department of Agricultural Economics. The Committee chairperson will serve for a 12-month term beginning July 1. In years ending with an odd digit the Head of the Economics Department will select the chairperson. In years ending with an even digit the Head of the Agricultural Economics Department will select the chairperson. The Directors of Graduate Studies will serve on the Graduate Committee as non-voting members.